

Tasking Memorandum No. 00-217

Memorandum For Commanders Defense Contract Management Districts(DCMDs), DCMA Contract Management Offices (CMOs)

Subject: Call for Nominations for DLA Program for Developing Managers

Date: MAY I 7 2000

Suspense Date: June 7, 2000

Target Audience: All DCMA Workforce

New Information/Guidance/Tools:

- DLA's Equal Employment Opportunity office is requesting nominations for the DLA Glass Ceiling Training Program for Developing Managers (PDM). This year's program is scheduled for September 24 – October 20, 2000 on the campus of Simmons College, in Boston, MA.
- The PDM is an intensive four-week program designed to prepare participants for increased management responsibility by emphasizing the areas of strategic thinking, team building, and quantitative skills.
- DCMA will have eight (8) spaces in the class. Nominations will be accepted for DCMA employees in grades GS-12 and above. High potential GS-1 1 candidates will be considered.
- Using the attached sponsor and application forms, please submit all nominations through appropriate local Commands and District Workforce Development Offices, to DCMA-HRW, no later than June 7, 2000. All applications must be forwarded to DCMA's Point of Contact for submission to the DCMA's Executive Development Board. The Executive Development Board will refer DCMA nominees to Simmons College for final screening and selection.
- Handwritten and/or faxed applications will not be accepted.

Point of Contact for Further Information:

Donna J. Butler

Workforce Development Division/ DCMA-HRW

Phone: 703-767-3379 or DSN 427-3379

Email: dbutler@dcmachq.dla.mil

Signature:



CARLALIBERATORE

Executive Director

Financial and Business Operations

Attachments



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. **KINGMAN** ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221

S: June 30.2000

IN REPLY CAAH
REFER TO

MAY 10 2000

MEMORANDUM FOR DLA CORPORATE BOARD
DIRECTOR, DEFENSE CONTRACT MANAGEMENT AGENCY

SUBJECT: Request for Applications: DLA **Glass** Ceiling Training Program for Developing Managers (PDM)

It is a continuing Agency initiative to address and deal with "glass ceiling" inhibitors to the advancement of women and minorities into positions of leadership within the workforce. The PDM helps move us closer to the realization of a more diverse leadership base. Therefore, we are soliciting applications for this years training, which will be-available in the Fall.

As you know, the Defense Logistics Agency (DLA) has sponsored and funded this training for the past 7 consecutive years at the fully accredited Simmons College Graduate School of Management (SCGSM) in Boston, Massachusetts. This year's training program starts September 24, 2000, and ends October 20, 2000.

Sponsored under the auspices of the **DLA** Federal Women's Program, the PDM is designed to prepare participants for increases in management responsibility, emphasizing strategic thinking, team building, and quantitative skills. The training will include seminars on critical current issues such as downsizing, cost management, diversity, ethics, and mediation and negotiation. The corporate structure and business operations of DLA will also be incorporated into the course curriculum. The PDM is for women in grades GS-12 and higher (high potential employees at the GS-1 1 level may also be considered).

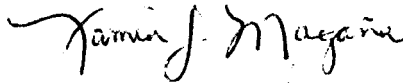
A summary of the DLA PDM is at **Attachment 1**. Each applicant must have an official sponsor to the program. Confidential sponsor forms and applications for participation in the program are at **Attachment 2**. Applications may also be accessed and downloaded by visiting the SCGSM **website** at <http://www.simmons.edu/programs/gsm/exec ed/admission.html>. However, **under no circumstances should applications for the PDM be forwarded directly to the college**. Applications must be submitted, through local commands, to the appropriate DLA Headquarters or the Defense Contract Management Agency (DCMA) points of contact (POC) (see Application Procedures for the DLA Program for Developing Managers, **Attachment 3**).

This year, DLA Support Services (DSS) (formerly Corporate Administration) will host 30 participants for the training. Space allocations are as follows: Defense Logistics Support Command – 12 slots; DSS - 4 slots; Financial Operations – 1 slot; General Counsel – 1 slot; Information Operations – 4 slot; and DCMA – 8 slots.



Tuition will be paid by DSS. The field activity/organization of the selected applicant(s) must pay travel costs and the associated minimum per diem (normally \$2.00 per day). If further information is needed, please contact Mrs. Lola Branch, Equal Employment Specialist, CAAH, at (703) 767-I 100 or DSN 427-I 100.

Please ensure widest dissemination possible of the information pertaining to this training program.

A handwritten signature in black ink, reading "Famia J. Magaña". The signature is fluid and cursive, with the first name "Famia" and last name "Magaña" clearly distinguishable.

FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity

Attachments

DLA Program for Developing Managers

The DLA Program for Developing Managers (PDM) is an intensive four-week residency experience designed for high potential middle managers, new senior managers, and technical specialists who have recently or are about to take on increased management responsibility. It emphasizes quantitative skills, team building, strategic thinking and the critically important behavioral aspects of management.

Functional Understanding: Participants develop a working knowledge of the language and methods of the principal management functions - accounting, economics, finance, marketing, operations and strategic planning. They learn how these functions interrelate, how to assess information from specialists, how to determine the impact of that information on their areas of responsibility, and how to make and follow through on decisions that support the organization's strategic vision. The corporate structure and business operations of DLA are also incorporated in the course curriculum.

Behavioral Insight: Participants learn to read hierarchical organizations accurately, to apply current management theory and techniques to such challenges as communicating with and motivating employees both inside and outside their own chain of command, and building, managing, and motivating teams. A significant part of the participant's time is focused on their own management style and communication and presentation skills.

Current Issues: The Program includes seminars on critical current issues such as diversity, ethics, negotiation, and the global economy. Drawing on Simmons' unique and very special expertise, case studies on women managers are also used in each program to explore the career and management challenges women face in a range of job and industry settings.

Who Should Attend: Women* (GS-12 and above and high potential GS-11's) who are high potential middle managers, new senior managers, and technical specialists, needing a broader understanding of the functional areas of business and more focused leadership skills.

*Applications from male applicants will also be accepted for consideration.

APPLICATION FOR ADMISSION*(Please type or print very clearly)*Have you applied to a SIMMONS program before? ☐ Yes ☐ No If yes, when _____

Name (First) _____ (MI) _____ (Last) _____

Preferred Name _____

Job Title _____

Organization _____

Organization Address _____

City _____ State _____ zip _____ Country _____

Telephone _____ Fax _____

E-mail _____ Number of Years with Organization _____

Annual Salary including Bonus (confidential) _____ Grade Level _____

Applicant Management Level: ☐ Entry ☐ Middle ☐ Upper Middle ☐ Senior

Number of People you Manage: Directly _____ Indirectly _____

Do You Have Budget Responsibility? ☐ Yes ☐ No If yes, what amount? _____Function Represented: ☐ Admin. ☐ Fin./Acct. ☐ Gen./Mgmt. ☐ H R ☐ Legal ☐ Logistics
☐ Mrk./Sales ☐ Operations/Prod. ☐ Technical ☐ Other _____

Home Address _____

Home City _____ State _____ Zip _____ Country _____

Home Telephone _____ Fax _____

Citizenship _____ Age _____ Date of Birth _____

Circle your knowledge in the following subjects

	None				Proficient		None				Proficient
Accounting	0	1	2	3	4	Operations Management	0	1	2	3	4
Business Analysis Skills	0	1	2	3	4	Organizational Behavior	0	1	2	3	4
Communication Skills	0	1	2	3	4	Presentation Skills	0	1	2	3	4
Economics	0	1	2	3	4	Strategic Management	0	1	2	3	4
Finance	0	1	2	3	4	Team Strategies	0	1	2	3	4
Marketing	0	1	2	3	4						

EDUCATION *(beginning with most current, indicate any college experience)*

College/University Attended _____ Y e a r Degree/Certificate _____

College/University Attended _____ Y e a r Degree/Certificate _____



409 Commonwealth Avenue Boston, Massachusetts 02215

T 617.521.3834 | F 617.521.3870

E-mail: suzanne.easterly@simmons.edu

CAREER HISTORY *(begin with most current)*

Organization_____

Job Title_____ # Years_____ From_____ To_____

Organization_____

Job Title_____ # Years_____ From_____ To_____

Organization_____

Job Title_____ # Years - From_____ To_____

Why do you think attending this program will strengthen your ability to achieve your professional and personal goals?

Please describe current primary job responsibilities *(to be distributed to class and faculty)*.

Please provide a personal profile, including a brief description of family, interests, and professional organizations *(to be distributed to class and faculty)*.

ORGANIZATION SPONSORSHIP

Person to whom you report_____ Title_____

Business Address_____

City_____ State_____ Zip_____ Country_____

Telephone_____ Fax_____

If admitted to the Program, I agree to abide by the regulations established by SIMMONS Graduate School of Management.

Signature of Applicant_____ Date_____

Signature of Sponsor_____ Date_____

CAREER HISTORY (*begin with most current*)

Organization _____
Job Title _____ # Years F r o m _____ To _____
Organization _____
Job Title _____ # Years F r o m _____ To _____
Organization _____
Job Title _____ # Years F r o m _____ To _____

Why do you think attending this program will strengthen your ability to achieve your professional and personal goals?

Please describe current primary job responsibilities (*to be distributed to class and faculty*).

Please provide a personal profile, including a brief description of family, interests, and professional organizations (*to be distributed to class and faculty*).

ORGANIZATION SPONSORSHIP

Person to whom you report _____ Title _____
Business Address _____
City _____ State _____ Zip _____ Country _____
Telephone _____ Fax _____

If admitted to the Program, I agree to abide by the regulations established by SIMMONS Graduate School of Management.

Signature of Applicant _____ - - - D a t e - _____

Signature of Sponsor _____ Date _____

CONFIDENTIAL SPONSOR FORM

(Please type or print very clearly)

Name of Applicant_____

Job Title of Applicant_____

Organization Name_____

What do you want this applicant to achieve as a result of attending this program?

When this applicant returns from the program, how do you plan to make use of her new knowledge, skills, and insights?

ORGANIZATION SPONSORSHIP

If this nominee is accepted, it is understood that the person will be free **from** all work duties while in attendance of the program and will not be asked to be absent for business reasons during the scheduled sessions.

Name of Nominating/Sponsoring Officer **(Mr./Ms.)**_____

Job Title of Nominating/Sponsoring Officer_____

Organization Address_____

City_____ State_____ Zip_____ Country_____

Telephone_____ Fax_____

E-mail Address_____

Signature of Nominating/Sponsoring Officer_____ Date_____



409 Commonwealth Avenue | Boston, Massachusetts 02215
T 617.521.3834 | F 617.521.3870
E-mail : **suzanne.easterly@simmons.edu**

APPLICATION PROCEDURES FOR THE DLA PROGRAM FOR DEVELOPING MANAGERS

1. The application process should involve local Equal Employment Opportunity (EEO) Offices, their Federal Women's Program (FWP) Managers, and Incentive Awards Administrators. The final application package should be forwarded by local EEO Offices, with an accompanying transmittal letter signed by the Primary Level Field Activity Commanders, or their designee, to the business management office of the Defense Contract Management Agency (DCMA-FB), the Defense Logistics Support Command (DLSC-B), or to the Defense Support Services (DSS-DE) for DLA Administrative Support Center (DASC)-serviced organizations, **by no later than close of business, June 30, 2000**. Each applicant must have an official sponsor to the program. Applications may be accessed and downloaded by visiting the Simmons College Graduate School of Management (SCGSM) website at [http://www.simmons.edu/programs/gsm/exec ed/admission.html](http://www.simmons.edu/programs/gsm/exec%20ed/admission.html). **However, all applications must be forwarded to their respective organization points of contact (POC) as a hard copy. Under no circumstances should applications for the PDM be forwarded directly to the college.** A list of the POC's is provided in paragraph 5 below.

2. There is no limit on the number of applications which may be forwarded to DLA or DCMA Headquarters POC's. Once the application packages reach the POC's, each business area will in turn forward them to the DLA Equal Employment Opportunity Office (CAAH). There are no set criteria; admission decisions are based on the applicant's experience, the sponsors' recommendations, and the applicant's potential for making a contribution to the program. As a reminder, applicants are **not required** to have a college degree to attend the program. A qualitative review of all applications will be conducted by CAAH to ensure the applications are complete and ready for review by Simmons College. The applications will then be forwarded to Simmons College for the final selection of candidates for the PDM.

3. Upon notification from Simmons, CAAH will notify each applicant of their selection status. **In turn, applicants are responsible for notifying their DLA sponsor. Please do not call Simmons directly for selection status.**

4. The following information will assist in completing the application package:

a. The Confidential Sponsor Forms should be completed by the first or second-line supervisor, the commander, the commander's designee, or the organization head if the applicant is located at the DLA Headquarters Complex. **It is critical that DLA sponsors explain how they intend to use the attendee's new or enhanced knowledge, skills, abilities, and insight upon completion of the program.**

b. Payment of Fees:

Name:	Ms. Famia J. Magaiia
Title:	Director of Equal Employment Opportunity
Company:	Headquarters Defense Logistics Agency Equal Employment Opportunity Office CAAH, Room 1127
Street Address:	8725 John J. Kingman Road, Suite 2533
City:	Fort Belvoir
State/Zip:	Virginia 22060-6221
Phone:	(703) 767-1 100

Attachment 3

c. Tuition will be paid by DSS. The field activity/organization of the selected applicant(s) must pay travel costs and the associated minimum per diem (normally \$2.00 per day). If further information is needed, please contact Mrs. Lola Branch, Equal Employment Specialist, CAAH, at (703) 767-1 100 or DSN 427-1 100.

5. DLA/DCMA Headquarters Points of Contact:

POC for the Defense Logistics Support Command (DLSC):

Ms. Susan Thomas

· TEL: DSN: 427-2522

COM: (703) 767-2522

FAX: DSN: 427-7523

POC for the Defense Contract Management Agency (DCMA):

Ms. Donna Butler

TEL: DSN: 427-3379

COM: (703) 767-3379

FAX: DSN: 427-6037

POC for the Defense Support Service (DSS) (Formerly the DLA Administrative Support Center)-Serviced Organizations:*

Ms. Gilda Grant

TEL: DSN: 427-1 140

COM: (703) 767-1 140

FAX: DSN: 427-6141

Please ensure widest dissemination possible of the information pertaining to the training program.

*Includes: DSS, General Counsel, Financial Operations, Information Operations, the Document Automation and Production Service, the Joint Total Asset Visibility Office, and the Joint Electronic Commerce Program Office.